



**COMPLIANCE UPDATE**  
**By Kim Slote, policy analyst**

**COMMON MANUAL ANNUAL UPDATE**

The annual update of the Common Manual: Unified Student Loan Policy was posted on the Common Manual website Sep. 11, 2016. The 2016 version includes three policy proposal changes prepared by the Policy Committee and approved by the Governing Board, along with technical edits, updates to the guarantor contacts and History Appendix. Also posted were updated copies of the Electronic Common Manual and the Integrated Common Manual.

A significant change to the overall structure of the Common Manual update process occurred in 2016. Because of difficulty in acquiring enough volunteers to properly staff the Policy Committee, the Governing Board voted to contract with a single entity to perform the functions formerly provided by the Policy Committee. Great Lakes Higher Education Loan Guaranty Corporation (Great Lakes) was selected to fulfill that role. This change has been implemented for the 2016 – 2017 fiscal year. The Governing Board will oversee the work performed by the staff of Great Lakes during our current fiscal year to ensure the Common Manual remains the best resource for the most updated information regarding the administration of the Federal Family Education Loan (FFEL) Program.

Everyone is encouraged to visit the Common Manual website at [www.commonmanual.org](http://www.commonmanual.org) for the latest updates. The website also provides contact information and templates for you to submit policy proposal suggestions and review and comment on proposals under consideration by the Governing Board.

Proposed policy updates and technical edits can be submitted by anyone in the FFELP community. In addition, comments on current proposals are welcomed by the *Common Manual* Governing Board. Instructions for how to submit comments or to submit policy proposals and technical edits for the *Common Manual* can be found at the following links.

- [Submit Policy Proposals/Tech Edits](#)
- [Submit Comments on Policy Proposals](#)